

- Make sure you inform your District Secretary, Regional Chairman and Regional Office of all club activities and events etc. so they can circulate the information to other clubs in the Region.

The Press

- Ring your local newspaper and tell them you have been appointed secretary of Club.
- A press release containing the names of all new officers with your immediate plans for the future could be an option.
- Go and visit the local newspaper and form a rapport – they will be more likely to print articles you send them.
- Let your Regional Event Manager know who your local press are so they can send them Regional or National press releases if you are featured.

Remember

- Tasks and even responsibilities can be delegated to others, but accountability can not.
- Delegation is a way of getting things done through other people – it is your way of encouraging club office bearers for the future.

What books and records should you keep?

- Minute books
- Attendance books
- Management reports
- Copies of accounts
- Constitution

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Office Bearer Guidance Club Secretary

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Guidelines for Club Secretary

1. Organise the secretary pack, correspondence and agendas in a folder that is logic to yourself so you can find documents easily.
2. Record telephone calls and postage tasks to be undertaken in a diary so you know what has been done and what still needs to be done.
3. Work in close co-operation with your Chairman, Treasurer, Committee Members, District Secretary and Regional office.
4. Acknowledge correspondence promptly and keep a copy of your letters in the file.
5. Remember to prepare, in conjunction with the Chairman, an agenda for each meeting.

6. When dealing with speakers follow the routine below:
 - Invitation – give information about club, membership & meeting place.
 - Reminder.
 - Welcome speaker and introduce to Chairman.
 - Send Thank You letters.
7. Write or type minutes immediately after the meeting so they are accurate.
8. Keep past minutes and files.
9. Thoroughly know your club constitution, know were to find it and the process for making changes.
10. Have templates for letters, etc on disk/cd/pen drive for the following year secretary.
11. Don't be afraid to ask anyone for help.

Who do you involve & consult with?

Chairman - Treasurer - Committee members - All club members - District Secretary - Regional office

Tips

- Encourage your members to read Regional/District and National circulars etc, by pinning them on a Club notice board or handing them around.
- When taking office, ring or write to your Regional office and inform them of your name, address and telephone number. Find out when the next club officer training event is and make a commitment to attend.
- Do not forget to let the District and Region know about those "special" meetings and your AGM.